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FILE

DD/S 70-2672

30 JUN 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Temporary Fund Authorizations - FY 1971

REFERENCE : Memo dtd 22 Jun 70 to DDI, DDP, DDS&T and DDS
fr Ex. Dir. -Compt., re same subject

1. In response to referent memorandum, the following summaries are attached:

Attachment A - Distributes the temporary fund authorization between funds and property requisitioning authority.

Attachment B - Indicates those activities which, in our view, require increases.

2. Our plans call for curtailing or deferring the following activities and functions in order to live within the temporary authorization for the Directorate:

a. Reduced levels of operational support -- We have reached the point where such support must be curtailed or paid for by the requesting Agency component.

b. Reduced contractual services -- Our initial efforts along this line will constitute a deferral until such time as final budgetary allowances are known.

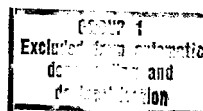
c. Deferred maintenance -- This will occur across the board wherever Support Directorate funds are involved.

d. Deferred supply and equipment procurement -- This is necessary until such time as final FY 1971 figures are known.

e. Reduced levels of security -- These reductions anticipate reduced procurement of equipment and personal services costs in connection with physical and technical security.

MORI/CDF Pages 13 thru 16

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f. Reduced training expenditures -- These reductions will involve curtailed language training, programmed instruction, film production and field training.


g. Reduced travel -- Recently created Headquarters TDY mechanisms designed to cope with BALPA and OPRED reductions and other TDY expenditures will be scrutinized and held to a minimum.

h. Recruitment expenditures -- We plan to reduce the TAS by 30 A. E., together with reduced pre-employment travel.

i. Administrative supplies, space alterations, telephone expenses and space moves will all undergo severe reductions unless funded by the requestor.



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Within the short deadline available for our analysis of these reductions and in the absence of knowledge concerning reductions being planned by other Agency components, we plan to hold each Support Office to the customary one-twelfth rule pending final FY 1971 allowances. Should the five percent reduction become an accomplished fact, we will present specifically detailed proposals for achieving them including proposed reconsideration of such items as the CT Program and the closing 

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SIGNED

R. L. Bannerman
Deputy Director
for Support

Atts.

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Attachment B to DD/S 70-2672:

SUPPORT DIRECTORATE SUMMARY

PROJECTS OR ACTIVITIES WHICH REQUIRE
AN INCREASE IN TEMPORARY AUTHORITY

(\$ in thousands)

Office of Security

a. - Unbudgeted by Office
of Security but approved by the Executive Director-Comptroller
on 24 April 1970 at level of

\$30 ✓

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Total:

\$115

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Renovation, equipping and furnishing of newly acquired
property adjoining

\$75

defer ✓

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Total:

\$ 75

Logistics

a. Unbudgeted NPIC maintenance

\$106 ✓

b. Unbudgeted XEROX paper requirement for Cable
Secretariat

25

defer

c. Unbudgeted GSA electricians for power house

22

defer

Total:

\$153

Communications

\$350

defer

25X1

110 ✓

Total:

\$460

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26 JUN 1970

MEMORANDUM FOR: Deputy Director for Support

ATTENTION : Chief, Plans Staff, DD/S

SUBJECT : Office of Security 1971 Temporary
Fund Authorization

REFERENCE : DD/S 70-2614 dtd 24 June 1970, subject:
Temporary Fund Authorization FY 1971

1. This memorandum is for your information only.
2. In accordance with request contained in paragraph 2a of reference, a distribution of the Office of Security FY 1971 temporary fund authorization is as follows:

Funds	\$16,254,000
Property	508,000
Total	\$16,762,000

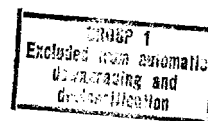
3. The following projects or activities must be deferred or curtailed in order to live within this temporary allocation:

(a) The IRD "Stress" Program will be deferred for another year. The amount of [] had been contained in our FY 1971 budget estimates for this program.

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(b) No other projects or activities will be deferred but the desired level of operations and expenditures will be []

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4. In compliance with paragraph 2c of reference, it is our considered judgment that the following essential projects or activities absolutely require an increase in our temporary authorization for FY 1971:

(a) Funds for [redacted] were not 25X1 included in our FY 1971 budget estimates since funds for this Project have always been a subject of direct allocation. As shown in our memorandum to Executive Director-Comptroller dated 16 April 1970, the estimated costs of this activity for FY 1971 will be reduced from the FY 1970 level of \$100,000 to \$30,000. No funds are available within the Office of Security FY 1971 authorization for this activity which has been reduced to a contractual obligation. This funding level was approved by the Executive Director-Comptroller on 24 April 1970.

(b) By memorandum dated 30 April 1970 the Executive Director-Comptroller instructed the Office of Security to assume the responsibility of budgeting for the entire [redacted] 25X1 [redacted] operation, including the \$85,000 for equipment 25X1 which under the original plan was to be contributed by the other member agencies. This \$85,000 has not been included in our budget estimates and cannot be absorbed within our temporary allocation for FY 1971.

(c) It has been necessary to reduce the funds contained in our FY 1971 budget estimates for audio countermeasures equipment and protection alarm systems by approximately \$250,000. While the Office of Security can perform its basic audio countermeasures inspection program with the reduced funds contained in our FY 1971 temporary authorization, it will be absolutely necessary to restore this reduction to enable us to obtain more sophisticated equipment which is now available and, thereby, keep us abreast with the current state-of-the-art.

(d) In our memorandum of 3 November 1969 to the DCI, through the DD/S, funds in the amount of approximately \$77,000 were requested to further equip and augment a Security surveillance capability which had been initiated in 1967 at the DCI's request.

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Funds were not provided in FY 1970 for this program and were not requested in our FY 1971 budget estimates for augmenting this capability. It, however, remains a priority item for which funds are absolutely necessary.

(e) On 25 May 1970 the Office of Security submitted a memorandum to the Deputy Director for Support through the Office of Logistics requesting that they be authorized to employ four (4) contract electrical engineers to install new alarm systems and perform the maintenance on existing systems which is now being performed by a commercial contractor. At that time it was stated that these positions could be absorbed within our contract position ceiling of

[redacted] Since reference reduces our contract position ceiling to [redacted] it will be absolutely necessary to increase our contract ceiling to [redacted] if this program is to be implemented.

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5. In addition to the items shown in paragraph 4 which absolutely require an increase in our temporary authorization, the following item will require increased fund authorization if the operational support workload approaches the level of the past two years:

(a) During FY 1970, it has been necessary to spend approximately \$130,000 in overtime [redacted] Funds were not included in our FY 1971 budgetary estimates to cover any overtime for this activity. It will, therefore, be absolutely necessary for this office to either request the operating divisions to reimburse the Office of Security for overtime worked or request additional funds from O/PPB if we are required to provide this operational support.

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6. The Office of Security will be glad to provide any additional information deemed necessary.

[redacted]

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Director of Security

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DDF 70-2667

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29 June 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Temporary Fund Authorization FY 1971

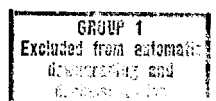
REFERENCE : Memo from A-DD/S to D/MS, dated
24 June 1970, same subject

In response to paragraph 2a, b, and c of referent memorandum, the following data is provided:

a. Distribution of authorization by funds and property is as follows: \$2,052,000 in funds and \$40,000 in property.

b. There is no way that the Office of Medical Services can live within the temporary authorization by a simple deferment of projects or activities. Our contribution is predominantly in personal services, and further reduction in on-duty strength would be required to meet this temporary authorization. If this is necessary as a solution, we can provide listings of activities that would be curtailed, along with positions that would be held vacant. Some assistance would be needed to effect this additional reduction in force.

c. In order to continue our present basic medical program and to avoid the additional personnel cut mentioned above, we require \$120,000 above the temporary 1971 authorization. These funds are essential to enable us to pick up our SD:SM OPRED returnees



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SUBJECT: Temporary Fund Authorization FY 1971

and to phase out on an orderly basis our projected surplus SD:SM personnel.



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Acting Director of Medical Services

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26 JUN 1970

MEMORANDUM FOR: Assistant Deputy Director for Support
SUBJECT : Temporary Fund Authorization, FY 1971
REFERENCE : Memorandum from ADD/S, dtd 24 June 70. Same subj.

1. The following data is provided in answer to questions in referenced memorandum, paragraph 2.

a. Funds : \$1,321,000
Property: \$ 4,000

b. The amount budgeted for staging of SIPS Networks and installation of equipment is reduced by \$66,000 to live within the authorization.

c. An increase in the FY 1971 Support Services Staff temporary authority of \$17,000 is required for contract personnel in connection with the installation of motorized shelving at the [] Records Center. Justification for these funds was included in the DD/S memorandum to the Executive Director (DD/S 70-0540 dated 11 March 1970), which approved year-end funds for the project, exclusive of costs for contract employees.

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Chief, Support Services Staff

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DD/S ~~30-2666~~ 30-2666
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20 JUN 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Temporary Fund Authorization,
FY 1971

REFERENCE : DD/S Memo of 24 June 1970,
Same Subject

1. The following data are submitted in response to referent memo:

a. Distribution of authorization by funds and property:

Funds
Property
Total Authorization

--

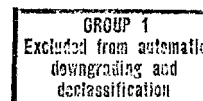
25X1

b. Budgeted activities to be deferred in order to live within authorization. Activities to be deferred are itemized in ascending order of impact, followed by comments on the significance of each deferrment.

1. Construction of vault in OTR library - \$10,000

Vault space available on an adjacent floor and 4 drawer safes in the library can accommodate library requirements. Convenience and efficiency of service to customers is the only loss resulting from the deferrment of the vault installation.

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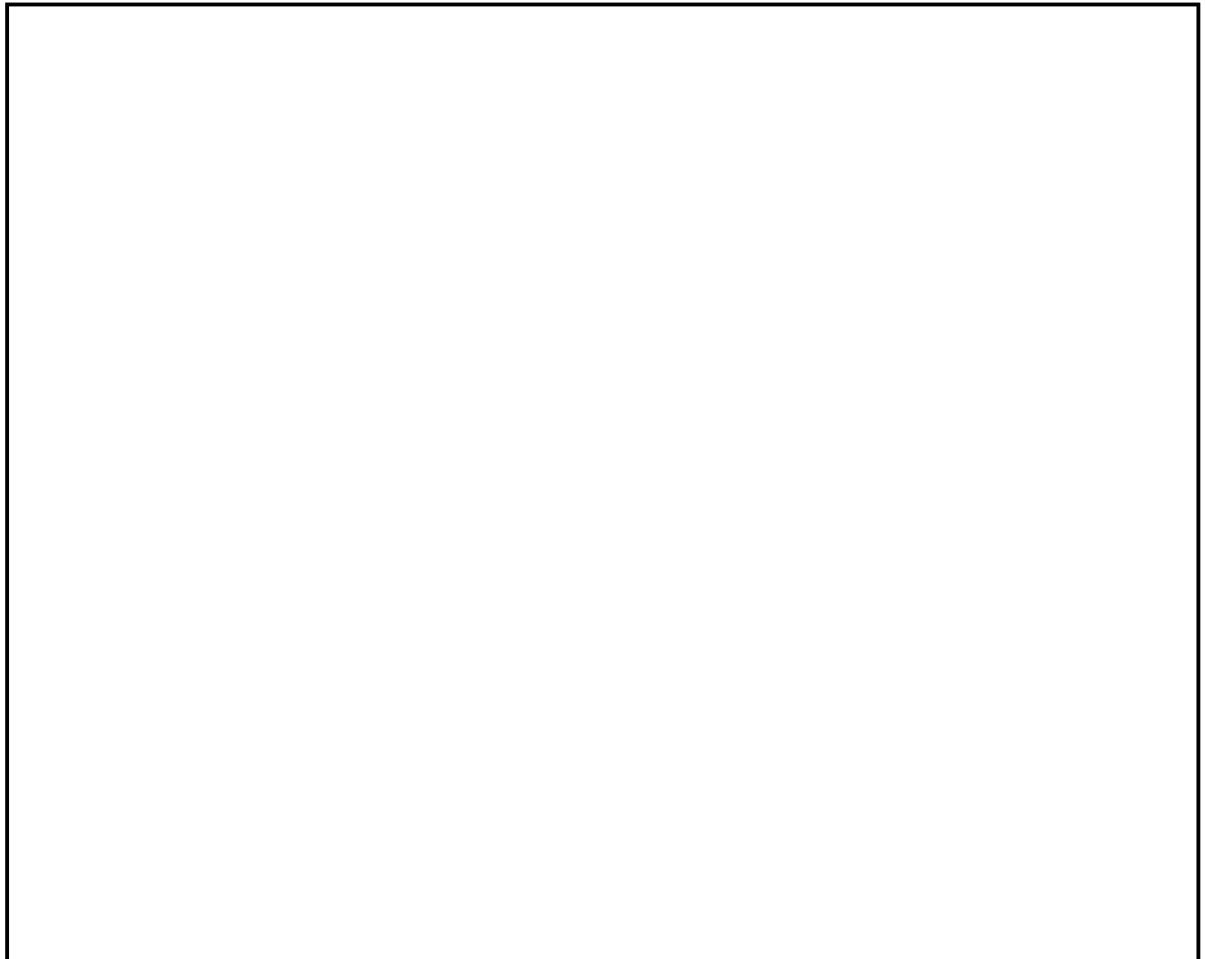


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2. Film production in the Audio-Visual Branch - \$20,000

The reduction of \$20,000 in the film production budget will not materially affect the production of "in house" training films. These can continue to be made by using a minimum of outside contractual experts. Printing Services Division is capable and will do the laboratory work on OTR produced films, with time for processing the only element not equivalent to the work of a contractual firm.

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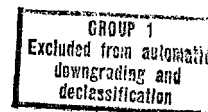


5. Career Training Program - \$73,000

Cancellation of the [redacted] will permit a reduction of \$20,000 in CTP funds but it will mean as well the loss of a significant opportunity for operations course instructors to measure CT endurance, initiative and leadership ability. Greater stress will have to be placed on making these judgments

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about CT's at other points in their operational training. If jungle survival training is necessary in special cases, it will have to be arranged on a tutorial basis [REDACTED]

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A reduction of \$53,000 in CT TDY and PCS travel funds poses no immediate problem for the program. In view of the reduced size of the CT classes, it will be possible within the remaining funds to select and enter on duty enough new employees to bring the classes up to their maximum strength.

6. Operations School, TDY travel - \$10,000

This will cause a reduction in the number [REDACTED] trips which are a part of the Operational Interrogation Course. [REDACTED] trip has always been a highlight of the course and the only way we can demonstrate a professional and large-scale interrogation program.

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25X1

This will also curtail the running of the Clandestine Scientific and Technical Operations Course, which has normally been offered twice a year.

7. Office of Training Foreign TDY - \$3,000

This amount represents the only foreign TDY funds in our FY 1971 budget. Such travel will have to be postponed or funded by another component.

8. Training materials for the Support School - \$4,000

Two runnings of the Senior Management Seminar (Planning) may be cancelled to accommodate this reduction.

9. Instruction Support Staff, Programmed Instruction - \$5,000

Necessary external training in programmed instruction can be maintained via the OTR external training budget. Training in this field will have to be considered on a relative priority basis with all other OTR external training applications instead of using the \$5,000 fund specifically dedicated to programmed instruction.

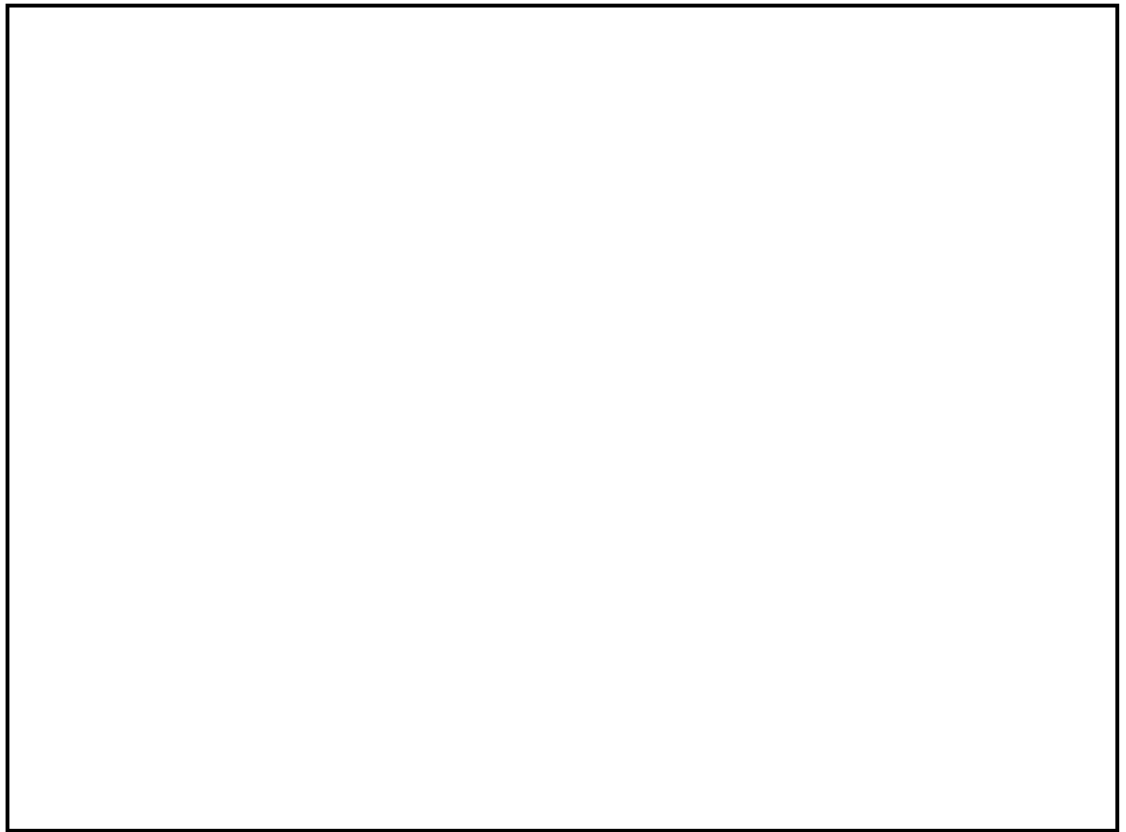
10. Language School, Program Assisted Instruction - \$45,000

The Language School has no immediate plans for external PAI development which would involve the expenditure of funds. Although PAI development is desirable it is not vital to the effectiveness of our school so that any major developments in this area could be postponed and/or developed in-house.


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c. Activities which require an increase in the temporary authority.

We are not fully aware of the progress which will be made during FY 1971 in the revision of certain  employees to contract status. It is possible that additional funds may be required for this purpose.

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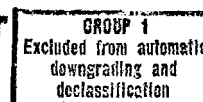
2. The deferrment of most of the activities itemized in paragraph 1 will have a rough impact on the Agency training effort and can therefor be designated as deferrable only in Fiscal Year 1971.



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Director of Training

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29 JUN 1970

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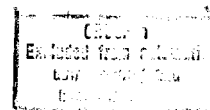
MEMORANDUM FOR: Deputy Director for Support

ATTENTION : Chief, Plans Staff

SUBJECT : Temporary Fund Authorization, FY 1971

REFERENCE : Memo for D/Pers fr ADD/S dtd 24 Jun 70, same subject

1. This memorandum is for your information.
2. Referent memorandum requires us to identify budgeted projects or activities that can be deferred to enable the Office to live within a FY 1971 Temporary Fund Authorization reduced by \$327,000. The only programs that can be identified under this requirement are as follows:
 - a. A reduction of [] level budgeted for the Temporary Assignment Section (TAS) should result in a net savings of \$218,000 from previously budgeted levels. 25X1
 - b. A reduction in the number of Agency applicants that would be invited in for pre-employment interviews and testing. This would effect a reduction of \$59,000 from the previously budgeted level [] for the Invitee Travel Program. 25X1
 - c. An accelerated rate of reduction of the Office of Personnel's on-board strength from the FY 1970 ceiling level would reduce our AE [] for FY 1971, saving approximately \$25,000. 25X1
 - d. A reduction in travel funds, other than for Invitees, of approximately \$25,000.
3. Although the above program reductions could be made, they would be impossible to accomplish without a serious impact upon both Office of Personnel programs and its support to the Agency for the following reasons:
 - a. As outlined in our FY 1972-1976 Program Call, experience has demonstrated that an AE of approximately [] is required for the TAS to meet the Agency's requirements for clerical personnel (FY 1970 AE through May is []). 25X1
Due to previous reductions in strength and funding requirements, we had budgeted for an AE of only [] for the TAS in 25X1

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FY 1971. It is doubtful that this reduced [] will be sufficient to meet minimum Agency clerical requirements, but it is certain that an AE of [] will result in our falling considerably short of meeting this requirement.

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b. During FY 1970 the Office of Personnel has had to provide more funds to pay for fewer travelers under the Invitee Travel Program due to the November 1969 domestic per diem increase. For the first time (FY 1971) the new per diem rates will be effective for a full year and have been included in the [] budgeted to meet Agency recruitment requirements. Total EOD's projected in the Advance Staffing Plan for FY 1971 is at the same level as in FY 1970. A reduction in the amount of funds provided for this program will curtail the applicant selection process with a probable short fall in entering on duty both the quality and number of new employees needed.

25X1

c. The Office of Personnel is faced with a declining AE in FY 1971 due to a required reduction in ceiling strength from []. A great deal of preplanning has been done to insure that we reduce to our authorized FY 1971 ceiling as rapidly as possible. The net result of our scheduled reduction in on-board strength is a FY 1971 Office AE of approximately []. Any significant reduction of this previously budgeted AE level would be extremely difficult to accomplish without disruption of current Office of Personnel approved programs.

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25X1

4. We believe that the impact on basic Agency programs as discussed in paragraph 2 indicate the necessity for reinstating \$277,000 of the \$327,000 that has been withheld from our Temporary Fund Authority for FY 1971. We will attempt to absorb the reductions identified in paragraphs 2.c. and 2.d.

5. The Office of Personnel intends to allocate \$48,000 of our FY 1971 Temporary Fund Authority to Property Requisitioning Authority, and the rest to funds.

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[]

for Robert S. Wattles
Director of Personnel

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DD/S 70. 2676

29 JUN 1970

7

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Temporary Fund Authorization - TY 1971

REFERENCE : Memo to D/Fin fr A-DD/S dtd 24 June 70, same subject

1. This memorandum submits information in compliance with paragraph 2. of reference.

2. The Temporary Authorization for FY 1971 of [REDACTED] 25X1
to the Office of Finance will be inadequate to meet our needs. The
Congressional Budget for FY 1971 reflected [REDACTED] 25X1
Our latest estimate of average employment for FY 1971 reflects [REDACTED] 25X1
[REDACTED] authorized positions. The unusually high average employment over and 25X1
above the authorized positions (13.5 a.e.) is the result of ceiling re-
ductions which have been imposed upon the SF Career Service. A total of
[REDACTED] positions [REDACTED] have already 25X1
been identified for elimination from the SF Career Service by the end of
FY 1971. This number will undoubtedly increase when we learn the impact
on the SF Career Service of reductions in other components of the Agency.
Based on past experience, it is anticipated another 6 positions will be
decimated making a total [REDACTED] It is estimated that approximately [REDACTED] 25X1
Careerists will be returned to the Office of Finance during FY 1971 which
will result in the Office exceeding its ceiling authorization [REDACTED] until 25X1
such time as attrition, accelerated retirement and other means of reducing
strength can be effected. The result of this overslotting/increased average
employment in the Office of Finance will require approximately \$175 thousand
to cover personal services costs.

3. Also, we have been advised by the Department of the Army that due
to legislative pay increases over the past four years, it will be necessary
to increase the Agency reimbursement for classified accounting services from
\$16 thousand included in the Congressional Budget to \$22 thousand or an
increase of \$6 thousand.

4. As cited in paragraphs 2. and 3. above, the Office of Finance will
require total funds of \$181 thousand over and above the \$3,637 thousand
temporarily allotted.

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GROUP 1
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downgrading and
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5. Distribution of the Temporary Fund Authorization is as follows:

Funds	\$3,623,000
Property	<u>14,000</u>
Total	\$ <u>3,637,000</u>

L. E. Bush
Director of Finance

25X1

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GROUP 1
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DD/S 70-2669

29 JUN 1970

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Temporary Fund Authorization, FY 1971

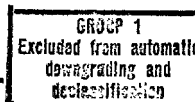
REFERENCE : Memo dtd 24 June 70 to D/L fm A-DD/S,
same subject

1. This memorandum is in reply to the reference and provides the information requested in paragraph 2.

2. The reference requests that 5 percent of the funds approved for the FY 1971 Congressional Budget be set aside pending further action. As you know, the Office of Logistics budget is made up of approximately 90 percent in fixed-cost items such as staff salaries, reimbursable salaries to other Government agencies, cost of telephone services, and other fixed charges. Only 10 percent of the budget represents variable items such as the purchase of equipment, travel, etc. A reduction in the magnitude requested is beyond the size that can be absorbed in the variable portion of the Office budget alone. Accordingly, it is necessary to take a portion of the reduction in the "fixed-expense" area with some obvious consequences.

3. It was necessary to cut deeply into funds earmarked for space moves and for nonexpendable administrative equipment. Providing funds are not reinstated, customers will have to absorb the cost of space moves, and we will have to develop a charge-back procedure to implement a change of this nature. Also, because of our cut into amounts keyed for the purchase of nonexpendable administrative equipment, we will experience extreme difficulty in issuing new unitized wood and metal furniture. It may be necessary to request components who wish to upgrade their office furnishings to "make do" longer with present equipment and also to require that furniture currently in place be taken with them when moving into newly assigned space. In addition to the above, a small reduction has been made in funds previously estimated to cover the cost of telephone services. This reduction represents the best judgment of the Office at this time but will require careful watching for possible upward adjustments as the year progresses.

4. The following unbudgeted requirements will require an increase in our temporary authority:



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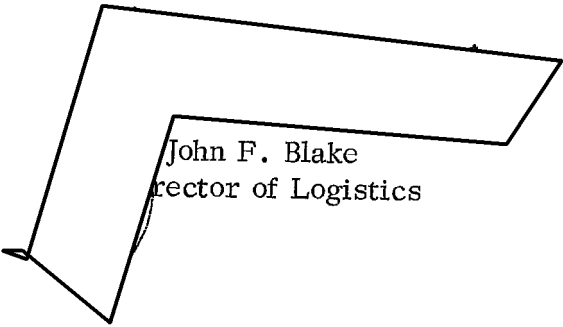
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SUBJECT: Temporary Fund Authorization, FY 1971

a. NPIC Building Maintenance. During FY 1970, it was agreed to reimburse the General Services Administration \$106,000 for maintenance services to be performed on equipment used in the NPIC building. We have provided for this amount in our FY 1972 Program Call. However, as you are aware, this item is unfunded for FY 1971.

b. Purchase of Xerox Paper. Attached is a memorandum from the Deputy Chief, Logistics Services Division, OL, which identifies another unfunded requirement in the amount of \$25,000 for the purchase of Xerox paper. It is suggested that your Staff bring this matter to the attention of the Office of Planning, Programming, and Budgeting for resolution.



John F. Blake
Director of Logistics

Att

25X1

Funds \$ 19,078 thousands
Property 2,251 ..
\$ 21,329

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17 JUN 1970

MEMORANDUM FOR: Chief, Budget & Fiscal Branch, EO/OL

SUBJECT : Unprogrammed Fund Requirement for FY '70

REFERENCE : Memorandum dtd 28 May 70 fr C/BSB/LSD
to DC/LSD, same subject

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The referent memorandum, attached hereto, is self-explanatory.

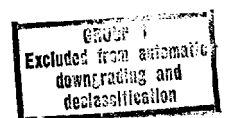
It is requested that the 1062 Account, Object Class 2600, be increased
by \$25,000 for the Budget FY '71.



/ Deputy Chief
Logistics Services Division, OL

Att

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28 MAY 1970

MEMORANDUM FOR: Deputy Chief, Logistics Services Division, OL

SUBJECT : Unprogrammed Fund Requirement for FY 71

1. It has come to our attention that the Cable Secretariat plans to discontinue ~~of~~ offset printing methods for cable reproduction and start immediately using Xerox machines for this purpose. This change is being accomplished to enable the Cable Secretariat to achieve better utilization of manpower and prevent costly overruns which average nine copies per message. Paper presently used by the Cable Secretariat is obtained by Building Services Branch (BSB) from the GPO at an estimated yearly cost of \$50,000.

2. BSB supplies all of the Xerox paper now in use throughout the Agency and it is expected that we will also provide support to this requirement of the Cable Secretariat. However, to do this, additional funds in the amount of \$25,000 will be required in FY 71 in order to permit BSB to adequately cover this new demand. This increased fund demand will cover the increased cost per ream for Xerox paper over that presently spent for regular paper, and also the introduction of a new item, pink Xerox paper, into the BSB supply system.

3. If any further information is required, please contact the undersigned.



Chief, Building Services Branch/LSD/OL

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GROUP 1
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